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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 November 1958

ILLEGIB

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 45, 4 November - 12 November 1958

1. Administrative Procedures #80 began on 12 November with an enrollment of 56 for Phase I. The normal maximum is 50. However, as the Registrar had over 60 requests, we extended the maximum to 56 for this running only.

2. Budget & Finance Procedures #11 also began on 12 November with an enrollment of 19: 17 full time and two auditors. Of the total enrollment only five have had the pre-requisite of Operations Support or Administrative Procedures. [ ] is a student in the course.

3. [ ] has been given a briefing and a tour of the Office of Central Reference/DDI as background for the DDI organization lecture for which he is an alternate.

4. Student evaluations and critiques for Logistics Support Course #17 have been received by this office. It was noted that the coverage of Type II Field Supply Procedures given by [ ] received the most favorable evaluation of all lectures presented.

Personnel Notes:

[ ] father passed away on Thursday, 6 November. [ ] returned to the office on 6 November.

[ ] mother-in-law has arrived from England and will be visiting here for about a year.